

# NAME CHANGES FOR MINORS

A name change may not be sought for any fraudulent purpose or if it will infringe upon the rights of another. You must file the name change in the Circuit Court of the county in which you live. Adults filing a name change please make sure you select the proper form for adults. Petitioners who desire to change the name of their child or ward must obtain consent of **BOTH** parents to change a child's name. Make sure you select the Name Change Petition for a minor.

You are advised to consult an attorney in this matter. To locate an attorney available to assist you, please call Virginia Lawyer's Referral Service 1-800-552-7977. If you decide to proceed on your own, you will be expected to follow the same procedures as an attorney. Please **DO NOT** ask Court personnel for legal advice. Court personnel are prohibited by state law to give you legal advice or assistance.

## A. REQUIRED DOCUMENTS:

Cover Sheet (form CC1416)  
Original Petition  
Original Order

## B. FILING FEE: \$39.00

The Filing fee must be paid by cash, certified check, money order or personal check (*no starter checks will be accepted*) payable to "Clerk of Circuit Court".

## C. FILINGS MAY BE SUBMITTED IN PERSON OR BY MAIL:

In person: Bring your notarized Petition, Order, and filing fee to the 3rd floor Civil Division window of the Circuit Court during normal business hours. Or send your completed paperwork and filing fee to:

Send via U.S. Postal Service:  
Loudoun Circuit Court  
Attn: Name Change  
P.O. Box 550  
Leesburg, VA 20178

Send via overnight delivery (FedEx, UPS)  
Loudoun Circuit Court  
Attn: Name Change  
18 East Market Street  
Leesburg, VA 20176

**Note:** Upon filing, the court will assign a Law Number to your specific case. This is the number by which the court references your case. The number should appear on all documents regarding your case, and should be used when contacting our office for information.

In approximately 3 - 4 weeks, if the Judge grants your order requesting a name change, you will receive a certified copy of the order by mail

# COVER SHEET FOR FILING CIVIL ACTIONS

COMMONWEALTH OF VIRGINIA

Case No. ....

(CLERK'S OFFICE USE ONLY)

..... Circuit Court

..... v./In re: .....

PLAINTIFF(S)

DEFENDANT(S)

I, the undersigned ☐ plaintiff ☐ defendant ☐ attorney for ☐ plaintiff ☐ defendant hereby notify the Clerk of Court that I am filing the following civil action. (Please indicate by checking box that most closely identifies the claim being asserted or relief sought.)

## GENERAL CIVIL

### Subsequent Actions

- ☐ Claim Impleading Third Party Defendant
  - ☐ Monetary Damages
  - ☐ No Monetary Damages
- ☐ Counterclaim
  - ☐ Monetary Damages
  - ☐ No Monetary Damages
- ☐ Cross Claim
- ☐ Interpleader
- ☐ Reinstatement (other than divorce or driving privileges)
- ☐ Removal of Case to Federal Court

### Business & Contract

- ☐ Attachment
- ☐ Confessed Judgment
- ☐ Contract Action
- ☐ Contract Specific Performance
- ☐ Detinue
- ☐ Garnishment

### Property

- ☐ Annexation
- ☐ Condemnation
- ☐ Ejectment
- ☐ Encumber/Sell Real Estate
- ☐ Enforce Vendor's Lien
- ☐ Escheatment
- ☐ Establish Boundaries
- ☐ Landlord/Tenant
  - ☐ Unlawful Detainer
- ☐ Mechanics Lien
- ☐ Partition
- ☐ Quiet Title
- ☐ Termination of Mineral Rights

### Tort

- ☐ Asbestos Litigation
- ☐ Compromise Settlement
- ☐ Intentional Tort
- ☐ Medical Malpractice
- ☐ Motor Vehicle Tort
- ☐ Product Liability
- ☐ Wrongful Death
- ☐ Other General Tort Liability

## ADMINISTRATIVE LAW

- ☐ Appeal/Judicial Review of Decision of (select one)
  - ☐ ABC Board
  - ☐ Board of Zoning
  - ☐ Compensation Board
  - ☐ DMV License Suspension
  - ☐ Employee Grievance Decision
  - ☐ Employment Commission
  - ☐ Local Government
  - ☐ Marine Resources Commission
  - ☐ School Board
  - ☐ Voter Registration
  - ☐ Other Administrative Appeal

## DOMESTIC/FAMILY

- ☐ Adoption
  - ☐ Adoption – Foreign
- ☐ Adult Protection
- ☐ Annulment
  - ☐ Annulment – Counterclaim/Responsive Pleading
- ☐ Child Abuse and Neglect – Unfounded Complaint
- ☐ Civil Contempt
- ☐ Divorce (select one)
  - ☐ Complaint – Contested\*
  - ☐ Complaint – Uncontested\*
  - ☐ Counterclaim/Responsive Pleading
  - ☐ Reinstatement – Custody/Visitation/Support/Equitable Distribution
- ☐ Separate Maintenance
  - ☐ Separate Maintenance Counterclaim

## WRITS

- ☐ Certiorari
- ☐ Habeas Corpus
- ☐ Mandamus
- ☐ Prohibition
- ☐ Quo Warranto

## PROBATE/WILLS AND TRUSTS

- ☐ Accounting
- ☐ Aid and Guidance
- ☐ Appointment (select one)
  - ☐ Guardian/Conservator
  - ☐ Standby Guardian/Conservator
- ☐ Trust (select one)
  - ☐ Impress/Declare
  - ☐ Reformation
- ☐ Will (select one)
  - ☐ Construe
  - ☐ Contested

## MISCELLANEOUS

- ☐ Appointment (select one)
  - ☐ Church Trustee
  - ☐ Conservator of Peace
  - ☐ Marriage Celebrant
- ☐ Bond Forfeiture Appeal
- ☐ Declaratory Judgment
- ☐ Declare Death
- ☐ Driving Privileges (select one)
  - ☐ Reinstatement pursuant to § 46.2-427
  - ☐ Restoration – Habitual Offender or 3<sup>rd</sup> Offense
- ☐ Expungement
- ☐ Firearms Rights – Restoration
- ☐ Forfeiture of U.S. Currency
- ☐ Freedom of Information
- ☐ Injunction
- ☐ Interdiction
- ☐ Interrogatory
- ☐ Judgment Lien-Bill to Enforce
- ☐ Law Enforcement/Public Official Petition
- ☐ Name Change
- ☐ Referendum Elections
- ☐ Sever Order
- ☐ Taxes (select one)
  - ☐ Correct Erroneous State/Local
  - ☐ Delinquent
- ☐ Vehicle Confiscation
- ☐ Voting Rights – Restoration
- ☐ Other (please specify) .....

☐ Damages in the amount of \$ ..... are claimed.

DATE

[ ] PLAINTIFF [ ] DEFENDANT [ ] ATTORNEY FOR [ ] PLAINTIFF  
[ ] DEFENDANT

PRINT NAME

ADDRESS/TELEPHONE NUMBER OF SIGNATOR

\*“Contested” divorce means any of the following matters are in dispute: grounds of divorce, spousal support and maintenance, child custody and/or visitation, child support, property distribution or debt allocation. An “Uncontested” divorce is filed on no fault grounds and none of the above issues are in dispute.

**VIRGINIA:**

**IN THE CIRCUIT COURT OF LOUDOUN COUNTY**

In re: Name Change of \_\_\_\_\_ Civil Case No. \_\_\_\_\_  
to \_\_\_\_\_

**APPLICATION FOR CHANGE OF NAME (Minor)**

COMES NOW the applicant(s) seeking, pursuant to Virginia Code § 8.01-217, the change of name stated above for their child/ward and, after being duly sworn, states under oath as follows:

The child/ward currently resides in the County/City of \_\_\_\_\_, Virginia at the following address (street address, city, state and zip code): \_\_\_\_\_.

The name change is not sought for a fraudulent purpose and would not otherwise infringe on the rights of others.

The current full name of child/ward is \_\_\_\_\_.

The full name of the child/ward's father is \_\_\_\_\_.

The full name of the child/ward's mother is \_\_\_\_\_.

The maiden name of the child/ward's mother is \_\_\_\_\_ (mother's maiden name must be provided even if it is the same as the mother's current name).

The child/ward's date of birth is \_\_\_\_\_ and place of birth is \_\_\_\_\_.

**Answer the following questions by checking the appropriate "Yes" or "No" boxes and include the needed information.**

1. Has the child/ward ever been convicted of a felony? (If yes, include felony conviction record). . . [ ] Yes [ ] No
2. Is the child/ward currently incarcerated?\* (If yes, include name and location of facility). . . . . [ ] Yes [ ] No
3. Is the child/ward a probationer with any court?\* (If yes, include name and location of court) . . . [ ] Yes [ ] No
4. Is the child/ward a person for whom registration with the Sex Offender and Crimes Against Minors Registry is required?\* (If yes, include name of location of court where convicted) . . . . . [ ] Yes [ ] No
5. Has the child/ward previously had a change of name?. . . . . [ ] Yes [ ] No  
(If yes, list all of his or her previous names on the following line):  
\_\_\_\_\_.

<p>* No application of a probationer, incarcerated person, or person for whom registration with the Sex Offender and Crimes Against Minors Registry is required shall be accepted unless the Court finds good cause exists for such application under the reasons alleged in the application for the requested change of name. Attach explanatory documentation to the application.</p>
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\_\_\_\_\_  
**Signature of Applicant(s)** (If living, both parents must sign the application and order; parent who does not join the application must be served with notice—see § 8.01-217.)

\_\_\_\_\_  
Applicant's phone number

IN THE COMMONWEALTH OF VIRGINIA, COUNTY/CITY OF \_\_\_\_\_: I, the undersigned Deputy Clerk/Notary Public in and for the Commonwealth of Virginia, do hereby certify that the foregoing application was subscribed and sworn to or affirmed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by the applicant(s), \_\_\_\_\_ (full name(s) of applicant(s)).

Deputy Clerk/Notary Public: \_\_\_\_\_ My Commission Expires: \_\_\_\_\_

**VIRGINIA:**

**IN THE CIRCUIT COURT OF LOUDOUN COUNTY**

In re: Name Change of

Civil Case No. \_\_\_\_\_

\_\_\_\_\_

to \_\_\_\_\_

**FINAL ORDER (Minor)**

COMES NOW the applicant(s) seeking to change the name of their minor child/ward pursuant to Code § 8.01-217, and it appearing to the Court upon the verified application of the applicant(s) that:

The current address of the child/ward, including street address, city, state and zip code, is:

\_\_\_\_\_; and

If the child/ward has previously had a change of name, the former names of the child/ward are as follows (if child/ward has had no previous name changes, leave blank):

\_\_\_\_\_; and

The name change is not sought for a fraudulent purpose and would not otherwise infringe on the rights of others; the child/ward is not incarcerated, or a probationer with any court, or a person for whom registration with the Sex Offender and Crimes Against Minors Registry is required; and if the child/ward is a convicted felon, his or her felony conviction record was included with the application.

It is, therefore, **ADJUDGED, ORDERED and DECREED** that the name of the child/ward is hereby changed from \_\_\_\_\_

to \_\_\_\_\_; and

It is further **ADJUDGED, ORDERED and DECREED** that the Clerk of this Court shall spread this order upon the current deed book, index it in both the old and new names, and transmit a certified copy of the order and the application to the State Registrar of Vital Records and the Central Criminal Records Exchange.

ENTERED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Judge

I ASK FOR THIS:

\_\_\_\_\_  
**Signature of Applicant(s)** (If living, both parents must sign the application and order; parent who does not join the application must be served with notice—see § 8.01-217.)